

**Summary of the
Board of Directors Teleconference
July 22, 1998**

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened by teleconference on Wednesday, July 24, 1998 at 1:30 p.m. The meeting was led by the Board Chair, Dr. Ken Jackson. The action items are shown in Attachment A and the list of participants are shown in Attachment B.

Dr. Jackson called a special meeting to discuss two issues- 1) The appointment of a Senior Advisor/s and 2) communication with EMMC. The Board agreed that they would like to have Dr. Charles Hartwig, past chair of NELAC, serve as a senior advisor and participate in the Board meetings when needed. The Board will also invite Ms. Ramona Trovato and Dr. Robert Stephens to serve as senior advisors to NELAC.

A discussion ensued on how to communicate with EMMC. Ms. Carol Finch of the EMMC staff, has requested a meeting to discuss the issue of PBMS and, at the request of Mr. Henry Longest, Acting Co-chair of the EMMC Policy Council, has also requested that NELAC and EMMC develop a charge for the ELAB PBMS workgroup. The Board is pleased to have the opportunity to discuss PBMS with EMMC representatives. In further discussions on the upcoming meeting with EMMC, the Board suggested that the following persons attend. Dr. Ken Jackson, Chair of NELAC; Dr. Jim Pearson, Chair-elect of NELAC; Barbara Finazzo, member of the Board; Joe Slayton, Chair of the Quality Systems Committee; Silkie Labie, Past Chair of the Quality Systems Committee; Steve Baker, Chair of the On-site Assessment Committee; Jeanne Mourrain, Director of NELAP and Betsy Dutrow, ELAB DFO. Dr. Jackson polled some of the possible participants as to their availability and the week of August 17 or later was preferred. The Board strongly urged that a representative from each of EPA's program offices be present, if the meeting is to be productive.

Regarding the development of a joint charge to ELAB, the Board felt it was premature at this time as the work group has apparently covered all the issues. The Board agreed that it would be appropriate to follow the work group's activities to assure that those specific areas of concern to EPA/NELAC were addressed. The Board also felt that communications from ELAB should be coordinated through Ms. Mourrain, Director of NELAP, who in turn, would transmit them simultaneously to the NELAC and EMMC. They also recommended that the meeting minutes of the work group be posted on the NELAC Home Page and distributed to the NELAC and EMMC by Ms. Mourrain.

The meeting was adjourned with a reminder that the next scheduled meeting of the Board of Directors will be on July 30, 1998.

Attachment A

Action Items
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Item No.	Action	Date Completed
1.	Dr. Ken Jackson will draft a letter inviting Dr. Charles Hartwig, Dr. Robert Stephens, and Ms. Ramona Trovato to serve as senior advisors to NELAC.	
2.	Dr. Jackson will poll the suggested invitees to the EMMC special meeting for a date and will respond to Ms. Finch.	
3.	Dr. Jackson will work with Ms. Carol Finch on an agenda for the EMMC special meeting.	
4.	Ms. Jeanne Mourrain will be responsible for posting and distributing the minutes from the ELAB PBMS workgroup.	

List of Participants
Board of Directors Teleconference
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Name	Affiliation	Telephone Numbers
Dr. Ken Jackson, Chair	NY Dept. of Health	Tel.: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Dr. Jim Pearson, Chair-elect	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us
Ms. Carol Batterton, Past-Chair (Absent)	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Dr. Charles Brokopp	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
Dr. Ron Cada (Absent)	CO Dept. Of Health	Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us
Ms. Betsy Dutrow, Executive Secretary (Absent)	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 e-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
Dr. Gary King	New Mexico Legislature	Tel: 505-872-3508 Fax: 505-872-6827 e-mail: lgkgking@nm.net
Ms. Silky Labie	FL Depart. of Environmental Protection	Tel: 850-488-2796 Fax: 950-922-4614 E-mail: labie_s@dep.state.fl.us
Ms. Jeanne Mourrain, Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov

Ms. Jackie Sample (Absent)	U.S. Navy	Tel: 843-743-8673 Fax: 843-743-8668 e-mail: sample_jackie_h@hq.navsea.navy.mil
Ms. Carolyn Cross (Recorder)	USEPA, ORD	Tel: 919-541-3151 Fax: 919-541-4261 e-mail: cross.carolyn@epamail.epa.gov